Butler County Board of Elections
Board Meeting Minutes
August 19, 2013

The Butler County Board of Elections met on Monday, August 19, 2013, at 9:00 a.m. for a regular meeting. Roll call was taken and present were Chairman Frank Cloud, Member Bruce Carter, Member Judy Shelton, Member Dave Kern, Director Lynn Edward Kinkaid, Deputy Director Jocelyn Bucaro, and Administrative Coordinator Tiffany Harmon. Also present was Bob Selak; Attorney At Law, Keith Corman; SOS Regional Liaison , Nancy Lane; Fairfield City School District Treasurer, and John Clemmons; Fairfield City School District Law Director.

Chairman Cloud submitted the bills for review. Member Carter moved to accept the bills; seconded by Member Shelton. Roll Call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Kern	yea

All in favor; motion carried.

BILLS
August 19, 2013

0001-0076-200000	Office supplies	4,186.95
0001-0076-210000	Postage	4,054.84
0001-0076-290000	Other mat'l & supplies	6,440.55
0001-0076-300001	Maint & repair - equipment	54.00
0001-0076-300075	Technology support	12,056.39
0001-0076-300150	Membership dues and license	2,472.02
0001-0076-300310	Rental/lease - equip & vehicles	1,851.00
0001-0076-300500	Travel & training	2,370.00
0001-0076-390000	Contract services	419.38
	TOTAL BILLS	33,905.13

PAID FROM THE GENERAL FUND

CHAIRMAN

DIRECTOR

BILLS

OFFICE SUPPLIES (200000)

All Computer Supplies	
7 toners for HP printers	1,104.43
5 toners for HP and Canon printers	480.95
HP 9000 maintenance kit for repair, HP printer	229.00
8 toners for HP printers and plotter	1,122.42
Hathaway Stamps	
2 name badges, desk plates and stamps, K. Robinson and P. Gattermeyer	158.60
Murphy Supply Company	
Kitchen supplies	253.00
Office Depot	
Office supplies	107.71
Office supplies	5.96
Office supplies	19.96
Office supplies	52.10
Office supplies	43.59
Office supplies	70.76
Office supplies	279.27
TNT Papercraft Inc	
Office supplies	115.20
Office supplies	144.00
TOTAL OFFICE SUPPLIES (200000)	**4,186.95**

POSTAGE (210000)

Quality Publishing	
Postage balance, NCOA/supplemental trifold cards	94.40
Smith, Mickey	
Certified mail reimbursement, CBS	25.44
United States Postal Service	
Postage for NCOA/supplemental (10-S) cards	3,300.00
BRM annual maintenance permit #32002, 8/17/13-8/16/14	635.00
TOTAL POSTAGE (210000)	**4,054.84**

OTHER MATERIAL/SUPPLIES (290000)

Home Depot	
Velcro dispenser and Ortho bug spray for warehouse	31.25
Tape, oval sliders, wire hook,velcro dispenser for warehouse	42.87
Kinkaid, Lynn	
Food, drinks, napkins and tablecloth for hosting Miami University students	66.72
Office Depot	
Binders and dividers for precinct election forms	1,044.96
Envelopes, pens, writing pads and rubber bands for precinct kits, 11/5/13 election	845.04
Quality Publishing	
NCOA/ supplemental trifolds cards with envelopes	4,409.71

TOTAL OTHER MATERIAL/SUPPLIES (290000)	**6,440.55**
MAINT & REPAIR - EQUIPMENT (300001)	
All Computer Supplies	
Repair HP 9000 printer	54.00
TOTAL MAINT & REPAIR - EQUIPMENT (300001)	**54.00**
TECHNOLOGY SUPPORT (300075)	
Data Information Management Systems	
DIMSNet maintenance, 6/1/13 - 6/30/13	5,939.11
DIMSNet maintenance, 7/1/13 - 7/31/13	6,117.28
TOTAL TECHNOLOGY SUPPORT (300075)	**12,056.39**
MEMBERSHIP DUES AND LICENSE (300150)	
OAEO	
Dues, BOE staff , 7/1/13-6/30/14	2,472.02
TOTAL MEMBERSHIP DUES AND LICENSE (300150)	**2,472.02**
RENTAL/LEASE - EQUIP & VEHICLES (300310)	
Pitney Bowes	
Mailing equipment and maintenance, 3/30/13 - 6/30/13	1,851.00
TOTAL RENTAL/LEASE - EQUIP & VEHICLES (300310)	**1,851.00**
TRAVEL & TRAINING (300500)	
Bucaro, Jocelyn	
Mileage and meals, OREO classes and SOS conference, 6/24/13 - 6/27/13, Columbus	221.00
Kinkaid, Lynn	
Meals, OREO classes and SOS conference, 6/24/13 - 6/27/13, Columbus	109.00
Noonan, Diane	
Meals, OREO classes and SOS conference, 6/24/13 - 6/27/13, Columbus	109.00
Shelton, Judy	
Mileage and meals, OREO classes and SOS conference,6/24/13-6/27/13, Columbus	170.00
Smith, Mickey	
Meals, OREO classes and SOS conference, 6/24/13 - 6/27/13, Columbus	109.00
US Bank	
Hotel rooms and parking, 6/24/13-6/27/13, SOS conference, Columbus	1,652.00
TOTAL TRAVEL & TRAINING (300500)	**2,370.00**

EMPLOYEE JOB RELATED MILEAGE (300550)

OTHER CONTRACT SERVICES (390000)

Frontier Communications	
Listing in Oxford phone directory, 7/22/12 - 8/21/12	4.00
Prosource	
Konica flex and color copies, 3/24/13 - 6/23/13	187.60
Copiers maintenance fees, 7/1/13-9/30/13	227.78
TOTAL OTHER CONTRACT SERVICES (390000)	**419.38**

Minutes of the July 15, 2013 meeting were reviewed by the Board. Member Shelton moved to approve the Minutes; seconded by Member Carter. Roll call:

Chairman Cloud	abstain
Member Carter	yea
Member Shelton	yea
Member Kern	yea

The motion carried by majority vote.

The next item on the Agenda was the Certification of Candidates for the November 5, 2013 General Election. Director Kinkaid submitted the packet for review. Member Kern asked that Liberty Township Trustee's be voted on separately. Member Carter moved to certify all of the candidates listed with the exemption of Liberty Township Trustees to the November 5, 2013 General Election; seconded by Member Kern. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Kern	yea

All in favor; motion carried.

Member Carter moved to certify Liberty Township Trustee candidates to the November 5, 2013 General Election; seconded by Member Shelton. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Kern	abstain

The motion carried by majority vote.

BUTLER COUNTY BOARD OF ELECTIONS
CANDIDATE CERTIFICATION LIST
NOVEMBER 5TH, 2013 GENERAL ELECTION

Certified Tiffany Harris 8-19-13
Admin. Sign & Date

Certification Letters Sent _____
CBS Clerk Sign & Date

Butler County Educational Services Center

Elaine Garver
Utawna F. Leap
Mary M. Pritchard

Edgewood City Schools Board of Education

Beth Benjamin
Gregory Corban
Gary Gabbard
Stephen C. Hollon
Jim Miller
Jim Wirtley

Fairfield City Schools Board of Education

Dan Hare
Thomas Y. Heisler
Laurence F. Jones III

Fairfield Township Trustee

Chris Flaig
Steve Morgan
Mark Sutton

Fairfield City at Large

Mike Snyder

Hamilton City Schools Board of Education

Anna Harvey
George N. Jonson
Arthur Roden
Glenn W. Stitsinger Jr.
Steven Isgro

Hamilton City Council

Robert B. Wile
Timothy F. Naab

Lakota Local Schools Board of Education

DaMonte' Cole
Todd Parnell

Lemon Township Trustee

Janet Majors
Robert Joseph Routson

Lemon Township Fiscal Officer - unexpired term ending 03/31/2016

Rita Tannreuther

Liberty Township Trustee

Robert C. Coogan
Christine L. Matacic

Madison Township Trustee

Dwight Walter
Brent Nance
Brian E. McGuire

Madison Local Schools Board of Education

Bradley T. Miller
Paul Jennewine
Brian D. Sebald

Middletown City Schools Board of Education

Mark D. McClure
Marcia Andrew

Middletown at Large

Dora Bronston
Joshua E. Laubach

Milford Township Trustee

Paul E. Gillespie

Monroe Local Schools Board of Education

Bonnie Kelly
Leslie Stone
Timothy J. Carpenter
Brett Guido

Monroe City Council

William Todd Hickman
Anna L. Hale
Robert E. Routson

Morgan Township Trustee

Susan Haenning-Bolser
Darryl Huff - previously certified as a Ross Township Trustee in error on 07.15.13

Morgan Township Fiscal Officer - unexpired term ending 03/31/2016

Deana Fackey

New Miami Village Public Affairs

Eugene J. Beuerlein
Donald L. Fox Sr.

New Miami Council Member

Christine Reichert

New Miami Local Schools Board of Education

Eleanor Carbary
Charles R. Cook
Bryan M. Adams

Oxford City Council

Edna Carter Southard
Kevin McKeehan
Robert L. Blackburn

Oxford Township Trustee

Larry A. Frimerman
Cal Conrad

Reily Township Trustee

Timothy E. Miller
Dennis H. Conrad Jr.

Reily Township Fiscal Officer Unexpired term ending 03/31/2016

Carol Bowles
Kathy Dittman
Brenda McGuire
Dianne Halcomb

Ross Local Schools Board of Education

Glenda Holt
Edward G. Bosse Jr.
Keith L. Klinefelter

Ross Township Trustee

Randy Lane

Seven Mile Council

Melissa A. Mick
Richard L. Hurchanik

St. Clair Township Trustee

Tom Barnes
Gary R. Couch
Evelyn R. Ewen
Michael Farthing
Matthew N. Miller
Rick Pearson

Talawanda City Schools Board of Education

Mary Jane Roberts
Lois A. Vollmer

Trenton City Council

Raymond Nichols
Ryan Montgomery
Calvin G. Woodrey
Jennifer J. Combs

Wayne Township Trustee

Tim Taylor
Larry V. Setser

West Chester Trustee

Mark Welch
Catherine Stoker

Deputy Director Bucaro explained that Betty J. Grimes is listed as a name change but she was not certified to the ballot. Member Carter moved to accept the name changes with exception of unsuccessful candidate for Somerville Mayor, Betty Grimes to the November 5, 2013 General Election; seconded by Member Shelton. Roll call:

Roll Call:

Chairman Cloud yea
Member Carter yea
Member Shelton yea
Member Kern yea

All in favor; motion carried

November 5th, 2013
Name Changes

Office	Registered Name		Requested Name	
Office	**First**	**Last**	**First**	**Last**
Edgewood Board of Education	Gregory	Corban	Greg	Corban
Fairfield Council at Large	William	Woeste	Bill	Woeste
Fairfield Mayor	Mitchell	Rhodus	Mitch	Rhodus
Fairfield Township Trustee	Christopher Dennis	Flaig	Chris	Flaig
Hamilton City Council	Robert B.	Wile	Rob	Wile
Madison School Board	Bradley	Miller	Brad	Miller
Middletown Board of Education	Christina E.	Delloma	Christi	Delloma
Monroe City Council	Willian Todd	Hickman	Todd	Hickman
Morgan Township Fiscal Officer unexp.	Susan	Haenning-Bolser	Susan	Haenning
New Miami Board of Public Affairs	Eugene	Beurlein	Gene J.	Beurlein
Reily Township Fiscal Officer	Carol	Bowles	Carol	Sauerland Bowles
Reily Township Fiscal Officer	Kathleen C.	Dittman	Kathy	Dittman
Reily Township Trustee	Timothy E.	Miller	Tim E.	Miller
Somerville Mayor	Betty J.	Grimes	B.J.	Grimes
Talawanda Board of Education	Lois A	Vollmer	Lois	Vollmer
Trenton City Council	Jennifer J.	Combs	Jenni	Combs

Betty Grimes insuffient number of signatures.

Member Kern asked what the restrictions were on name changes. Deputy Director Bucaro explained that it must be a natural derivative of the candidate's name or their middle name.

Member Carter moved to certify the issues listed along with the approved ballot language, with the exception of Fairfield City School's Proposed Bond Issue and

Tax Levy to the November 5, 2013 General Election; seconded by Member Kern.

Roll Call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Kern	yea

All in favor; motion carried

Director Bucaro stated the next item to be voted on is the Proposed Bond Issue and Tax Levy for Fairfield City Schools. Member Kern asked if the error was simply a technical error and if that should affect their decision. Member Carter stated that in many cases it may seem like a minor technical error but it may be a statutory requirement and in that case the Board has no choice but to follow the strict line of the law. Deputy Director Bucaro explained the Secretary of State will not give their opinion on this particular issue because Title 35 is not in question and the Board was instructed to rely on the county prosecutor's advice. She asked the Board Members to review the statutes and the opinion from the prosecutor's office prior to making their decision.

Chairman Cloud invited the representatives from Fairfield City School District to address the Board. John Clemmons explained the Fairfield School District is proposing to put an issue on the ballot. He explained this is a bond issue combined with a permanent improvement levy and they will be on the ballot as a single vote. The school district must provide for the maintenance of the buildings as a condition to receiving funding from the organization that wishes to partner with Fairfield City School District. This means the companion permanent improvement levy goes along with the bond issue on the ballot. He explained the necessary resolutions have been obtained and have been certified by the Auditor. The issue before the Board today is that in the haste of Treasurer Lane, the paperwork was filed at the Board of Elections without the Auditor's certification of the permanent improvement levy. Once she was made aware of the error, she subsequently filed a copy of the permanent improvement levy. As of today, everything necessary to proceed has been obtained, filed, and is in place for certification to the November 5, 2013 General Election Ballot.

He then explained that according to the relevant statutes 3705.03 and 5705.218 the permanent improvement levy must accompany the bond issue. His understanding is that they do not have to be filed together. As long as the permanent improvement levy has been filed and accompanies the bond issue at the time of certification by the Board of Elections, it is in compliance with the statutes. He explained the proper certification did accompany the Board of Education's resolution and the statute was followed. He explained that the key date is the Board of Elections certification date rather than the filing deadline. Both of the Auditor's resolutions accompany the bond issue that has been submitted today.

He then informed the board there is no issue of deception to the voter because this was well publicized and the issue was always discussed as if the bond issue and permanent improvement levy will accompany each other. He also noted the public will have the opportunity to object by voting in November if the Board decides to certify this issue to the ballot. These are being submitted for certification as one issue and he believes the Board would be acting appropriately to certify. He explained his position is the position of the district and they request the Board certify as well.

Member Carter questioned if both the Auditor's certification for the bond issue and the permanent improvement levy were submitted to the Board of Elections by the filing deadline. Mr. Clemmons explained the bond issue certificate was submitted by the filing deadline and the permanent improvement levy certificate was filed at a later date. Deputy Director Bucaro stated that the written opinion received from our attorney reads as though the levy did not meet the requirements. However after speaking with Mary Anne from the Prosecutor's office, she reiterated that it was the Board's discretion to determine whether or not the requirements have been met.

Member Carter moved to certify the Fairfield City School bond issue and tax levy along with the approved ballot language for the November 5, 2013 General Election; seconded by Member Shelton. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Kern	yea

All in favor; motion carried

Butler County Board of Elections
Board Certification
August 19, 2013
Local Questions & Issues
November 5, 2013 General Election

ISSUES

Fairfield City Schools: Proposed Bond Issue and Tax Levy
- (2.12) mills bond to be repaid over 38 years
- (0.5) mill tax levy continuing period of time
- 57 precincts

Lakota Local Schools: Proposed Tax Levy (Additional)
- (3.5) mills operating & (2) mills on – going combined rate (5.5) mills
- Continuing period of time
- 75 precincts

***Middletown City Schools: Proposed Bond and Tax Levy**
- (3.95) mills bonds to be repaid over 37 years
- (0.26) mill tax levy continuing period of time
- 37 precincts and part of Warren County

Morgan Township: Proposed Tax Levy (Replacement & Increase)
- Purpose: Fire/EMS
- (1.5) mills replacement & (1) mill increase
- 5 precincts

Oxford City: Charter Amendment
- To change petition filing deadline from 75 days to 90 days
- 13 precincts

Ross Township: Proposed Tax Levy (Additional)
- Purpose: Police
- Additional 2.75 mills
- 5 years
- 6 precincts

St. Clair Township: Proposed Tax Levy (Additional)
- Purpose: EMS
- 3.5 mills
- continuing period of time
- 7 precincts

St. Clair Township: Proposed Tax Levy (Renewal)
- Purpose: Fire
- 0.75 mill
- 5 years
- 7 precincts

Village of Somerville: Proposed Tax Levy (Additional)
- Purpose: Police
- 4.0 mills
- 5 years
- 2 precincts

LOCAL OPTIONS

Terry B's
HAM13WD1
- Beer, wine and mixed beverages, or spirituous liquor
- Sunday sales between the hours of eleven a.m. and midnight

Shenanigans
HAM4WD6
- Wine & mixed beverage and spirituous liquor
- Sunday sales between the hours of ten a.m. and midnight

The Draft Bar & Grille
LIBERTY 20
- Wine & mixed beverage and spirituous liquor
- Sunday sales between the hours of eleven a.m. and midnight

The Wine List
WC11
- Spirituous Liquor
- Sunday sales between the hours of ten a.m. and midnight

Supermercado Garcia
HAM1WD4
- Wine and mixed beverages
- Sunday sales between the hours of eleven a.m. and midnight

Deputy Director Bucaro explained the next petitions to be reviewed by the Board are in question. Some of the guidelines the Board must follow to determine the validity of these petitions require substantial compliance and others require strict compliance. She explained Marcia Andrew's petition was filed for Middletown Board of Education. There are unexpired term seats and full term seats for Middletown Board of Education on the ballot in November. Ms. Andrew marked full term on some sections of the petition but not in all places necessary. The

Board must determine whether or not that error misled the voters who signed the petitions. After review, Member Carter moved to certify Marcia Andrew to the November 5, 2013 General Election; seconded by Member Kern. Roll call:

Chairman Cloud yea
Member Carter yea
Member Shelton yea
Member Kern yea

All in favor; motion carried

Member Carter moved to certify Tom Barnes to the November 5, 2013 General Election; seconded by Member Kern. Roll call:

Chairman Cloud yea
Member Carter yea
Member Shelton yea
Member Kern yea

All in favor; motion carried

Member Carter moved to certify Robert L. Blackburn to the November 5, 2013 General Election; seconded by Member Kern. Roll call:

Chairman Cloud yea
Member Carter yea
Member Shelton yea
Member Kern yea

All in favor; motion carried

Member Carter moved to certify Rita Tannreuther to the November 5, 2013 General Election; seconded by Member Kern. Roll call:

Chairman Cloud yea
Member Carter yea
Member Shelton yea
Member Kern yea

All in favor; motion carried

Member Carter moved not to certify the eleven petitions that did not meet the statutory requirements; seconded by Member Kern. Roll call:

Chairman Cloud yea
Member Carter yea
Member Shelton yea
Member Kern yea

All in favor; motion carried

Butler County Board of Elections

Board Certification

August 19, 2013

Certification List

November 5, 2013 General Election

Petitions that did not meet the statutory signature requirements

1. **Michelle Grant**
2. **Betty Grimes**
3. **Joe Grimes**
4. **Marions Grandslam**
5. **Lorelei Saurber**
6. **Paul Saurber**
7. **Barbara Schick**
8. **Steven Strunk**
9. **Tapout Bar**
10. **Sue Hensley**

***11. Rita Bowers – Fairfield City Schools Board of Education**

a. Signature requirement: 150
b. Valid signatures: 146
c. Invalid signatures: 25
d. Total signatures: 171

***Please review the 12 signatures that have been marked "not genuine". This candidate needs 4 or more signatures to be accepted for the petition to be VALID.**

8-19-13

Director Kinkaid reviewed the following Secretary of State Directives, Advisories and Correspondence with the Board:

Directives:

08/12/2013	**2013-13**	**Verifying the Accuracy of District Relationships and Establishing the Order of Offices and Issues for the November 5, 2013 General Election Ballot**
08/12/2013	**2013-14**	**Ballot Layout Instructions** *This Directive provides instructions to boards of elections for the layout of ballots for the November 5, 2013 General Election.*
08/13/2013	**2013-15**	**Ballot Quantities for the November 5, 2013 General Election**

This Directive provides minimum standards for ballot quantities for the November 5, 2013 General Election

08/13/2013 2013-16 **Ballot Proofing Requirement**
This Directive provides guidance to boards of elections on the requirements and procedures for proofing ballots, as well as establishing a process for counties within a multi-county district to proof candidate names and question/issue ballot language.

Advisories:

08/14/2013 2013-04 **Electronic Pollbooks**
This Advisory establishes minimum system requirements and functionalities for e-pollbooks and procedures that county boards of elections should adopt when procuring them. For board of elections that already use e-pollbooks, the instructions contained in this Advisory for other counties should be followed or implemented. To the extent this is not practical, please work with your elections attorney to discuss the issue and resolve it.

Deputy Director Bucaro informed the Board that she received confirmation from Matt Damshroder, the Electronic Pollbooks in Butler County meet the guidelines outlined in Advisory 2013-04.

Other Correspondence from the SOS

Date	Subject
07/11/2013 for	Requests by Specified Law Enforcement Officials Redaction of Address from Election Websites
07/12/2013	2014 Ohio Elections Calendar
07/12/2013 Posted	2013 ADA Accessibility Webinar Information is on SOS Website
07/15/2013	Training Seminars for Campaign Finance and the Statewide Voter Registration Database
07/16/2013	BMV files on Portal
07/19/2013	Circulator Residency Requirement
07/23/2013	Duplicates
07/24/2013	2013 November ballot language
07/24/2013	FWAB Notice
08/01/2013	2014 Candidate Requirement Guide
08/02/2013	Job Posting- Deputy Director of Elections

Under Old Business Chairman Cloud asked what the Board Members had discussed concerning the Personnel Policy Manual at the previous meeting.

Deputy Director Bucaro explained the vacation roll over was discussed and had yet to be agreed upon. She explained that the policy is currently the same as the Butler County policy. They allow for two years of vacation to be carried over into the next calendar year. Member Kern stated that he believes the Commissioners current policy allows for too much vacation time to be carried over. Member Carter stated that he supports being consistent with the county policy. He explained that it is common to receive employee transfers from other county departments and consistency will allow the Board to continue doing so. Member Shelton stated that she agreed with Member Carter and that she would not want to lose a good employee to another county office because of the vacation policy. Member Carter moved to approve the Personnel Policy Manual; seconded by Member Shelton. Roll call:

Chairman Cloud yea
Member Carter yea
Member Shelton yea
Member Kern yea

All in favor; motion carried

Deputy Director Bucaro explained that she and Director Kinkaid recently went to a training class for workplace harassment and policy manuals. They suggested each department maintain a policy manual, distribute it yearly in addition to giving it to each new hire, and to have regular review sessions with staff. Chairman Cloud suggested each staff member should be required to sign and date a form stating they have received the policy manual.

Under New Business, Deputy Director Bucaro presented Early Voting Hours for the November 5, 2013 General Election to the Board. Member Carter asked if the hours presented were similar to those set by the Board in November of 2012. Deputy Director Bucaro replied, stating the Secretary of State sent a Directive setting the Early Voting Hours for November of 2012 and the hours currently being presented are consistent with voting hours the Board has approved in the past. Member Carter moved to approve the hours as presented to the Board; seconded by Member Shelton. Roll call:

Chairman Cloud yea

Member Carter yea
Member Shelton yea
Member Kern yea

All in favor; motion carried

Early Voting Hours
November 5, 2013 General Election

	Date	Hours	Additional EV Hours outside normal business hours
Open for Early Voting			
Tuesday	Oct 1st	8:30 - 4:30	
Wednesday	Oct 2nd	8:30 - 4:30	
Thursday	Oct 3rd	8:30 - 4:30	
Friday	Oct 4th	8:30 - 4:30	
Registration Deadline			
Monday	Oct 7th	8:30 - 9:00	4.5
Tuesday	Oct 8th	8:30 - 4:30	
Wednesday	Oct 9th	8:30 - 7:00	2.5
Thursday	Oct 10th	8:30 - 4:30	
Friday	Oct 11th	8:30 - 4:30	
Monday	Oct 14th	Columbus Day - No Early Voting	
Tuesday	Oct 15th	8:30 - 4:30	
Wednesday	Oct 16th	8:30 - 7:00	2.5
Thursday	Oct 17th	8:30 - 4:30	
Friday	Oct 18th	8:30 - 4:30	
Monday	Oct 21st	8:30 - 4:30	
Tuesday	Oct 22nd	8:30 - 4:30	
Wednesday	Oct 23rd	8:30 - 7:00	2.5
Thursday	Oct 24th	8:30 - 4:30	
Friday	Oct 25th	8:30 - 4:30	
Saturday	Oct 26th	8:30 - 2:00	5.5
Last week of Early Voting			
Monday	Oct 28th	8:30 - 4:30	
Tuesday	Oct 29th	8:30 - 4:30	
Wednesday	Oct 30th	8:30 - 7:00	2.5
Thursday	Oct 31st	8:30 - 4:30	
Friday	Nov 1st	8:30 - 6:00	1.5
Saturday	Nov 2nd	8:30 - 4:00	7.5
Monday	Nov 5th	8:30 - 2:00	
Total Early Voting Hours			29

"Wednesday is our late day"

Director Kinkaid began his Director's report by informing the Board that the voter rolls are in the best shape they have ever been. He then explained that approximately 830 letters have been mailed to voters asking them to confirm their address because of the GIS integration and precinct changes. He then presented Peggy Robinson's retirement letter and informed the Board that Ms. Robinson's last day as a county employee will be November 30, 2013 and her last day at work will be on September 27, 2013.

Director Kinkaid then presented a certificate of Records Disposal to the Board for approval. Member Shelton moved to approve the certificate of Records Disposal; seconded by Member Carter. Roll call:

Chairman Cloud yea
Member Carter yea
Member Shelton yea
Member Kern yea

All in favor; motion carried

Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
Columbus, Ohio 43205

Board Approved: 19 August Date: 2013

For State Archives - LGRP Use Only		
Date Received:		
Date Reviewed:		
Items requested for transfer:	YES	NO
If YES, attach copy of transfer form		

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Butler County	Board	of Elections	Lynn Edward Kinkaid	513-887-3700	Boe & Record Center
(local government entity)		(unit)	(contact person)	(telephone number)	(location of records)
1802 Princeton Rd., Suite 600		Hamilton	45011	Butler	
(address)		(city)	(zip code)	(county)	(date mailed to LGRP)

Questions: Contact Record Commission Secretary, Rhonda Freeze. 887-3437 or freezer @butlercountyohio.org

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the ***approved Records Retention Schedules (RC-2)*** or ***Application for One-Time Records Disposal (RC-1)*** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

Lynn E. Kinkaid | Director | 513-887-3700
(signature of responsible official) | (title) | (telephone number)

Please Note: The State Archives retains RC-3 forms for seven years.
It is strongly recommended that the Records Commission retain a permanent copy of this form.

Form SAO/LGRP RC-3 (part 1) Revised March 2009

Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
Columbus, Ohio 43205

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Butler County (political subdivision name) — Board of Elections (unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by OHS-LGRP)	(7) For OHS-LGRP use
	Schedule Number	Date the RC-1 or RC-2 was approved by the Records Commission			From	To		
Audio Recordings of Meetings	BOE.ADM.902	08/27/2012	Paper/ Electronic		08/01/2011 and PRIOR			

Board of Elections Dept: Administration Date Submitted to Admin.: 08/15/2013

Form SAO/LGRP RC-3 (part 2) Revised March 2009

Deputy Director Bucaro gave her report by informing the Board of the effects of the GIS mapping integration and new precinct line changes. She explained there were over 7,500 voters without address points that required additional research once the changes had been implemented. She also explained that it took the staff approximately one week to resolve all of the problems and the Board was left with only 830 voters requiring letters. Chairman Cloud asked that Ms. Bucaro thank the staff for a job well done on this project. She then informed the Board

that she received a subpoena to give a deposition in the Fair Elections v. Husted case for September 20, 2013.

The Board agreed to meet next on Tuesday, August 27 at 9:00 am.

With no further business Member Carter moved to adjourn; seconded by Member Kern. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Shelton	yea
Member Kern	yea

All in favor; motion carried.

The meeting was adjourned at approximately 10:40 a.m.

_____
Frank Cloud, Chairman

_____
Lynn Edward Kinkaid, Director

_____
David E. Kern, Member

_____
Judith A. Shelton, Member

_____
Bruce Carter, Member